Time Management

"For the Time of Your Life"

Name: __________________________________________

Presented by http://www.higherawareness.com

Updated April, 2004

If you have any comments or problems email
mailto:john@higherawareness.com

We highly recommend you request the daily email support. It offers more tips and inspiration to support your completion and success in managing the time of your life. Click this link and fill out the form to request your support emails. http://www.higherawareness.com/linktime.shtml
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Guidelines for completing the workbook:

Welcome to our “For the Time of Your Life” workbook. We sincerely hope some of the ideas and exercises presented here will help you awaken to your power to choose a more fulfilling and happier life for yourself.

We recommend that you record your notes in a journal (a scribbler or 3-ring binder) so you will be able to refer back to them over time. Or you may work directly from a journal on your computer or print the lessons and work with them.

As you complete the exercises below, keep your key action items and ideas on a master action list. Create that list now and keep it handy as you do this workbook. Also, when you review your notes, or when you review one of our resource lists, be sensitive to any intuitive sensations alerting you to what is important. Circle words that resonate with you, then explore their meaning in the context of your life.

You may complete the entire workbook in one sitting, but you will receive most benefit if you take time to work with the material. Our email support system will support you in bringing new time management perspectives into your daily awareness for one month. This will help you cultivate discipline, clear intention, completion and quality results. Please complete the request form on page 2.

We will look at some specific strategies for making better use of time. A word of caution, here. Each of us has our own approach to time and organization. Some of us are naturally very thorough and organized, always having everything in order. Others like to do many things at once and are most comfortable working in a form of chaos. Some are very good with details while others prefer to manage the bigger picture. Some are good completers, while others are good starters. Each approach is fine, if that is who you are.

When you review the strategies below, consider how well they will work with your own particular style. If some are too structured for you, discard them or design some way of adapting them to better fit your approach. You must be the final judge. Pick the ideas that will help you lead a productive, enjoyable and satisfying life.

Okay! Let’s get started on building a positive relationship with time!
1. Are you ready for a new relationship with time?

- STOP and make and take time

This is the first step to learn and the most important step - to STOP and pay attention, to STOP and be conscious. Today it is too easy to be consumed by the busyness of the day. So the best way to start is to pick certain times during the day to STOP and … - even if your first task is to STOP and take a pause and reflect and do nothing. Start now to develop the STOP and …. habit.

Calendars

The most fundamental time management tool is the calendar and personal organizer. To help us stay in control of the busyness, most calendar systems present a day at a glance. This helps us manage the details but it restricts our view to only a single day at a time.

We personally prefer the week at a glance calendar, which enables us to quickly see scheduled commitments. With this system, we limit use of the calendar to recording appointments. Key planning information and action lists are recorded in a journal.

And here’s a most important tip: Have only ONE calendar to avoid double- and over-booking.

Dream Days, Weeks and Months

“Whatever is to be done regularly requires a set time as well as a fixed place.”
-- Emma Willard

Most of us work best within some kind of structure. When we use dream days, weeks and months, we transfer our ideals for our use of time to our calendars. We book time in our daily, weekly and monthly schedules for those activities that are most important to us. This is a tangible way of bringing our priorities to life.

For example, I have booked regular time for exercise, meditation, journaling, and goal setting and planning -- all the things I want to do every day. Of course, it means I have to get up at 6:00 a.m. to get everything in, but this is important to me. If that's the only time I can make it work, so be it. Each week, I book time for computer back-up and maintenance and for a ‘date’ with my special partner. Every month, I update my financial accounts and do a more in-depth review of my goals.

Once we’ve blocked out time for these gems, it’s up to us to protect that time and follow through on our intentions. Obviously, some flexibility is required as demands will arise that conflict with our dream bookings. The key is to consciously choose the activities that matter most to you. Don’t let others squeeze that time away from you.

EXERCISE: Dream day
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Using the Dream Calendar in Appendix 8, map out an ideal dream day for yourself and transfer it to your calendar for every day for the next month. Also identify those activities you will do weekly and monthly and block time for them in your calendar. Now all you have to do is honour your commitments!

- **STOP and reflect**

  “*Time is life. It is irreversible and irreplaceable. To waste your time is to waste your life, but to master your time is to master your life and make the most of it.*” – Alan Lakein

This is the time of your life.

How often do you stop and think of today that way?

How much do you value your life? Do you treasure each day as a gift? Do you see each day as an obstacle course to be fought? Or do you simply allow each new day to come and go, a carbon copy of the one before, basically unnoticed, unappreciated and under-used?

As M. Scott Peck says, **“Until you value yourself, you will not value your time. Until you value your time, you will not do anything with it.”**

With this workbook, we want to heighten your awareness that this truly is the time of your life. What do you want from it?

**We challenge you to make the time and take the time to STOP and think** about how you are choosing to use the time of your life. In every moment, you have a choice about how you spend your time. As your awareness grows, you will be more conscious of the choices continually before you. You will also be more conscious of the directions you want to take to make your life your own.

You are the only one who knows what is best for you. We’re going to ask you lots of questions. If you take the time and make the effort to find the answers, you will claim your wisdom and power to choose the life you want.

  “*We cannot teach people anything; we can only help them discover it within themselves.*” – Galileo Galilei

**STOP and look at the big picture**

Let’s work smart, not hard. We want to help you spark your awareness and shift your thinking from chaos and coping to intelligent time management, and eventually your true authentic self will use intuition as your guide. Below are some major stages we can experience in personal and spiritual development. Have patience as it takes a lifetime to move through these stages.

EXERCISE: Clearly identify your current perspective on time.

Read across the contents of the table below. Identify your present experience and a stage to which you aspire. As you plan your growth, resolve present issues before moving onto the next stage. **Note that these are levels of consciousness that expand as we become more aware, knowledgeable and do different things.**

<table>
<thead>
<tr>
<th>From coping</th>
<th>To directing</th>
<th>To thriving</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time management</td>
<td>Information management</td>
<td>Life management</td>
</tr>
<tr>
<td>Dependence on the clock</td>
<td>Wise use of the compass</td>
<td>Intuitive guidance</td>
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<tr>
<td>Doing things right</td>
<td>Doing the right things</td>
<td>Being your true self</td>
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<tr>
<td>Lack of self discipline</td>
<td>Personal willpower</td>
<td>Divine will</td>
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<tr>
<td>Learn to say ‘no’</td>
<td>Learn to say ‘yes’</td>
<td>Unlearn, trust intuition, be spontaneous</td>
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<tr>
<td>Managing minutes</td>
<td>Managing months</td>
<td>Surrendering to the moment</td>
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<tr>
<td>Busy-ness</td>
<td>Business</td>
<td>Full participation in life</td>
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<tr>
<td>No time</td>
<td>Free self time</td>
<td>Freedom</td>
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<tr>
<td>Efficiency</td>
<td>Effectiveness</td>
<td>Appropriateness</td>
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<tr>
<td>Out of control</td>
<td>In control</td>
<td>Trusting, letting go</td>
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<tr>
<td>Dominance of ‘work’</td>
<td>Balanced living</td>
<td>Freedom</td>
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<tr>
<td>Consciously incompetent</td>
<td>Consciously competent</td>
<td>Unconsciously competent</td>
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<tr>
<td>Reactive, habitual, instinctual</td>
<td>Proactive, imaginative, intellectual</td>
<td>Intuitive</td>
</tr>
<tr>
<td>A focus on doing</td>
<td>A focus on being and doing</td>
<td>A focus on being and serving</td>
</tr>
<tr>
<td>Doing what’s urgent</td>
<td>Doing what’s important</td>
<td>Doing what meets the needs of others</td>
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**Refuse to feel used by life!** Make full use of it instead. Time management is life.
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management, from the inside out. This is an inside job. You already have everything you need. Wake up to your power to create a life of meaning, fulfillment and joy.

Your challenge, then, is to find what works for you! Review the literature but make your own decisions. To do this, you’ll need to:

- Get to know yourself – your desires and passions, rhythms, styles, challenges, needs and habits.
- Be aware that you always have choice. Claim your independence and power to choose what is right for your life, moment by moment.

What’s needed for a new relationship with time and life?

- Intention – Get really clear about what you want.
- Desire – How much do you want something new for yourself? Know your motivation. Desire brings the energy for change.
- Belief and/or willingness to trust that you can have what you want. If you honestly can’t believe that your life can improve, can you believe in the possibility that you can find a new way of living? Being willing to trust that things can get better is good enough to start.
- Perseverance, discipline – It takes time and effort to change attitudes and habits. We don’t build a new relationship with time overnight.
- Acceptance, both of what’s happening now and of who we are. Until we honestly and openly accept our present situation, we will not be able to change it.
- A willingness to open to new experiences of time and freedom. Are you ready to release the old patterns?

EXERCISE: Are you committed to change?

Answer the following Smart Questions in your journal or a scribbler or a computer file:

- What is your intention in doing this workbook?
- What do you most want to happen in your life relative to time? What do you want more of? Less of?
- How strong is your desire for what you want? Are you committed to do the work that’s required to change? If so, then write up a contract with yourself, agreeing to complete the workbook and use the 30 daily emails to get you started in working with time in new ways. The written word has power! Use it to your advantage.

****NOTE****

If you decide you don’t have time to save time by doing this workbook, then STOP and take control. Sometimes we have to put out fires, complete some projects and say ‘no’ to others before we can even think about making a change. If this is the case with you, then decide which urgent items must be done and resolve to complete them first.

Right now, though, book time in your calendar with yourself to complete this workbook. If you can’t commit time to address the chaos or meaninglessness of your
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life, your life will never change.

Get started now:

- Print the workbook.
- Set up an ACTION LIST on which you’ll note ideas you want to work on.
- Reserve a block of time or regularly scheduled periods of time in your calendar to do the exercises.

“Concern should drive us into action and not into a depression.”

-- Karen Horney
2. Time to take stock

“Real life isn't always going to be perfect or go our way, but the recurring acknowledgement of what is working in our lives can help us not only to survive but surmount our difficulties.”

 -- Sarah Ban Breathnach

STOP and ask questions

Asking questions works with a different part of the brain than we normally use. It aids us in going deeper – where the insights, solutions and answers lie.

Start on a positive note by becoming aware of what is working in your life.

EXERCISE: In what ways do you handle time well?

Think about your life and write down in your journal all the ways you successfully get things done. To help you get started, answer these Smart Questions in your journal:

- In what ways are you always dependable? E.g., always arrive at work or pick up the kids on time, always honour appointments.
- What kinds of deadlines do you usually meet? E.g., taxes, birthdays, assignments at work.
- In what aspect(s) of your life are you well organized? E.g., financial records, wardrobe, kitchen, music or stamp collection.
- When are you always on time? E.g., for appointments, ball games, religious assemblies.
- What kinds of tasks and responsibilities are you able to delegate to others? E.g., chores for the kids, babysitting, getting technical help for your computer.
- What kinds of decisions are easy for you to make? E.g., vacation plans, meal planning, health choices.
- What kinds of activities can you always make time for? E.g., visits with family, a regular movie night, hobbies and classes, television.
- What brings energy to your life? E.g., hobbies, children, creative work, spiritual pursuits, travel.

EXERCISE: Why do you succeed in these areas?

Look at your answers above and reflect on why you achieve success in those areas. What is your motivation? How do you feel in each instance? Don’t judge your
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answers. Just be aware of them. Are you acting out of your own needs? Out of the needs and expectations of others? Both?

**EXERCISE:** What are your challenges?

Reflect on your typical day, week, month and even year. Identify your challenges and problems with managing time and information. Is there always too much to do and too little time? Do other people make too many demands on your time? Do you think you waste time, and if so, how? What is not getting done? Write at least 10 challenges you have with time. You can come back and write in solutions as you go through this workbook, work with the daily emails and become more aware of your own power to choose differently.

<table>
<thead>
<tr>
<th>Challenges, Problems</th>
<th>Solutions</th>
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EXERCISE: Top Time Wasters

Review the list below of common time wasters, and check off any that apply to you:

- Procrastination
- Prefer to “do it myself”
- Personal disorganisation – waste time looking for materials
- Perfectionism
- Poor self-discipline
- Attempting to do too many things at once
- No priorities, focus, planning
- Interruptions
- Ineffective delegation
- Ineffective meetings
- Indecision or poor decision-making abilities
- Crisis management, fire fighting

For a more detailed list, see Appendix 1 – 100 Time Wasters. Review the list and add any new problems to your Challenges/Solutions sheet.
3. Build Awareness of the Time of your Life

- STOP and be purposeful

“What comes first, the compass or the clock? Before one can truly manage time (the clock), it is important to know where you are going, what your priorities and goals are, in which direction you are headed (the compass). Where you are headed is more important than how fast you are going. Rather than always focusing on what's urgent, learn to focus on what is really important.” – Source Unknown

Once again, we repeat: This is the time of your life. How do you most want to spend the time of your life?

For successful time and life management, we must become purposeful. We can never manage our time and our lives if we don’t know what we want. We need a focus we really care about.

Do you know your life purpose? Each of us has a specific life purpose. It truly answers the questions: Who are we? Why are we here? How can we help others? Knowing our life purpose helps us align with our higher energies. When we begin to live our life purpose, our life begins to flow. This brings us greatest fulfillment.

If you know your life purpose, that’s wonderful! You have a strong foundation from which to master time management. If you don’t know your life purpose, that’s okay. Few people do. You don’t need to know your life purpose to be purposeful.

Do you have specific goals for your life? If you’ve set goals, then you have some idea of what you want. We encourage you to set goals because this focuses your time and life. Goals help us set direction, set priorities, create action plans and attain results. As we plot targets and move towards them, our actions have meaning. Decisions are easier to make. Our self-esteem, happiness and fulfillment grow as we clearly see ourselves moving toward and getting what we want.

No specific goals? That’s okay, too. Our aim is to help you awaken your awareness. At any given moment, all you have to do is to ask yourself:

“What do I really want right now?”


This is being purposeful.

A note about selfishness
You may think it’s selfish to focus on your personal needs and desires. Other people in your life need your time and attention, right? Of course they do. But we can only serve others skillfully when we are well nourished and happy ourselves. Looking after yourself is the greatest gift you can give others, because when you genuinely meet your own needs, you can then more genuinely serve them in turn.

In our experience, few people who are interested in self-improvement have problems with selfishness. Most are too selfless. They give of themselves unceasingly, until they’re drained dry and can’t give any more. This serves no one. We invite you to explore how taking the time to look after yourself makes you better able to love and serve others.

**EXERCISE: Time for yourself**

In a typical week, how many hours do you give to others? How much free time do you give to yourself to do what you want to do? Do you need and deserve a better balance in your life?

**A note about choice**

And of course, we don’t always get to do what we want. You may scoff at asking yourself what you really want right now because you believe you can’t—and shouldn’t—indulge yourself this way. But is this true?

Once again, we want to help you heighten your awareness. Most of us think we have no choice in how we spend our time. But we always have choice. We just have to be prepared to live with the consequences of our choices. Please – take the time to ask yourself what you really want to do. If you discover that you would prefer to be doing something different, you may begin to ask the following questions: Why am I doing this? Should I really be doing this?

You may discover that you have more power over your time than you had believed. You may discover you have more options. You may discover that you really can have what you want. **You simply have to choose to go after it.** And if this happens, we have succeeded in our aim.

**What do you value?**

When we ask what we really want for ourselves, we begin to connect with our deepest values. We may not identify our core values immediately. Initially, we may cater to the desires of our personality. But if we dig more deeply, we’ll connect with the needs of our soul. And when we give time to what we really value, we live rich, happy and meaningful lives.

Everyone has core values that govern their lives. They are different for each of us. You need to discover your core values and use them to plan your daily activities. Is
what you are doing today what really matters to you in your life? For example, if “love of family” is one of your core values, how much time and attention do you give each day to your family? Good intentions don’t count for anything.

Hyrum W. Smith says that once we grasp the importance of living our values, “activities that were always important now become both important and urgent, and when that happens, behavior changes.” When we begin to act according to our values, this shift of focus and priorities brings inner peace.

“What matters most in life should not be at the mercy of less important things.” -- Hyrum W. Smith

EXERCISE: What do you value most in life?

In your journal, create a list of what values matters most to you. When you’ve got all of your ideas down, review Appendix 2 for other ideas. Now number your values in order of priority.

With values, there are no incorrect answers. And there’s no need to defend your choices.

STOP and take control

When our lives get so busy that we feel out of control, we need to begin to take control. Once again, we do this through awareness and choice, moment by moment. As we move through the activities in our day, we need to regularly STOP and be aware of what we are doing. Ask yourself these questions:

- Am I doing something purely out of habit that could be changed?
- Am I doing something for others that I would prefer not to do?
- How am I feeling emotionally? If your emotions are ‘negative,’ what triggered them?
- What am I thinking? Are my thoughts constructive or destructive?
- What negative beliefs are holding me back?

Once we are aware of what’s happening, we can choose to carry on or we can choose to handle things differently. While we need to honour commitments we have made, we can begin to make different choices for the future. We can say ‘Sorry but no’ to the school’s request for volunteer time. We can let the boss know the implications of adding another project to our load. We can say ‘yes’ to a lunch date with a special friend we haven’t seen for ages.

If you’re plagued by overload, then create more time, space and breathing room in your schedule. We need space and energy to find out exactly what we want to do with our lives. We need the freedom to be proactive rather than just reactive. We need to plan for more life-enhancing activities in each day. We then need to use the time we have set aside for what’s most important for us.
Once again, you may need to complete what’s now on your plate. But what new activities will you accept? If you want more time and more freedom, some of things you have been doing that have completely filled up your time will have to go.

“Forget and forgive. This is not difficult when properly understood. It means forget inconvenient duties, then forgive yourself for forgetting. By rigid practice and stern determination, it comes easy.”
--- Mark Twain

EXERCISE: Taking control

Create a table with the headings below. List as many items under each heading as you can:

- Incompletes – things needing completion
- Fires I am consistently fighting
- Tasks I procrastinate
- Places I can say ‘no’
- Ways I can create space
- What I want to do

Moment by moment, consciously choose how you spend your time. Be purposeful! What do you want from your life today? Look at the activity before you. Does it support your purpose or not? Is this something you really want to do? Is this a good use of your life? If not, have the courage to say ‘no.’

Begin to clear some space in your calendar that you can reserve as time for yourself. Time to rest. To reflect. To explore. To dream and plan. To create. To play. Time to start living life your way.

Be aware of your thinking. Watch the “I have to ….” Know that you don’t have to, you are choosing to. You have the power to choose differently.

We know that taking back your life is easier said than done. It takes effort and perseverance. Initially, it takes courage. This is why it’s so important to tap into your desire. Just how much do you want your life to change? Do you want your life to carry on, possibly forever, in its present form or do you want something different for yourself and for those you love? Raise the level of your desire to the point where it’s stronger than your resistance, and you’ll be on your way.

Empowerment brings its own energy. Once you start reclaiming your life by making empowering decisions, you will access vitality, ideas and outside forces of support that you’ve never had before. Life becomes much easier and so much more rewarding once you start making your life your own.

“Self-empowerment - that's learning to respect other people's music, but dance to your own tune as you master harmony within yourself.”
--- Doc Childre
Your Action List

As you move through this workbook, create your personal Action List of areas on which you intend to work. As a final check, review Appendix 7 – 150 Time Saving Tips, and add any ideas that appeal to you to your list. Keep this hot list of action items close by for quick review many times each day.

If you tend to be more analytical, you may want to draw a few columns to the right of your list and mark each item as follows:

- date to be completed
- priority
- who else is involved
- reference to goals connected to work, family, a specific project, a client, etc.

You might want to put your action list on a spreadsheet or in a computer file so you can update it regularly.

If you tend to be more spontaneous and intuitive, these strategies may work better for you:

- Ask yourself: What is missing? What is most important?
- Scan the list and pick out the top 5 and put them on a separate card or sheet in big colourful letters so you can focus on them. Or use a highlighter to draw your attention to your most important action items.

"Vision without action is a daydream. Action without vision is a nightmare." -- Japanese Proverb

Creating Structure for Chaos

Many people have an information management problem, not a time management problem. For years, I (John) have been marketing a journal-based system that is one of the most effective time management systems available. With a journal-based system, we write most of our urgent, chaotic, minute-to-minute activities in ONE PLACE, in a chronological log. This creates an audit trail of everything that happens: phone calls, flashes of insight, personal meeting notes, etc. When we need to reconnect with a note, a phone number, an idea or an action item, they are all in one place. No sticky notes, no multiple (and lost) pieces of paper. Jim Rohn, a popular circuit speaker and author, interviewed many successful business people and found that they all had their own scribbler, binder, journal or book to keep their ideas, meetings notes and ‘to do’ lists in one spot.

The secret is to keep everything that is active in one place. Make up your own 3 ring binder with your own tabs to create a system that fits your style and your needs. For example, you might use alpha tabs to separate different projects, clients, prospects or staff. Customize one for yourself called ‘personal.’ To create a log sheet of your own, use sheets with some vertical lines and columns so you can structure the chaos as it...
occurs. I set up columns for the date, time, a sorting code, notes and reference. I put a circle in the left margin to flag action items. When the action gets done, I check off the circle. This becomes a real time ‘to do’ list. You could add a few more columns to suit your needs. You might also add a telephone and address directory to your binder.

**STOP and choose!**

You are responsible for the quality of your life. No one else and no situation can rob you of your power and happiness *unless you allow it*. Claim your power to choose what you want for yourself! Refuse to believe that you are a victim.

How do you access your power? Through **conscious choice**. We need to wake up to our habits, our robotic reactions and automatic defense mechanisms, our negative beliefs and our habitual ways of relating to people. These have all rendered us unconscious. But with awareness of these patterns, we can begin to choose differently. We can begin to choose what serves us best in every situation we encounter. And remember, what serves you best also serves others in your life.

The technique is very simple. At any moment in your life, you can STOP and be aware of what you are thinking, feeling and doing. If what’s happening doesn’t reflect what you want your life to be, you can choose to think, feel or do something that does.

Let’s work through two examples of how to apply this.

**SCENARIO 1:**

You get up Monday morning and groan that you are starting another week at a job you despise.

1. STOP and really experience how you feel. Let’s assume you feel miserable. Really connect with your misery but do not get caught up in the emotion of it. Listen for any deeper messages your feelings may be seeking to convey to you.
2. STOP and connect with your purpose. What do you really want to be? To do?
3. Decide how you can choose to be or do that right now.

There are always options. For example, with this scenario:

- You can resolve to leave the job you hate and move into a line of work that appeals to you. You can choose to do this immediately or you can choose to create a plan that will bring this to fruition over time. Perhaps you’ll choose to find a new job before you resign from the old one.
- You can choose to shift your thinking about your job. Instead of focusing on what you don’t like, you can begin to focus on whatever aspects of your job you enjoy. For example, you can choose to be grateful that you have a job to go to. If you choose gratitude and continue to focus on it, the misery will disappear.
You can choose to create a new focus in your job that you would enjoy. You might ask your boss for a shift in responsibilities, or you may be able to find a focus in your present activities that will be meaningful and rewarding to you.

**SCENARIO 2:**

You are a single working parent. Every day, you pick up the kids from school or daycare on your way home. When you arrive home, you and the kids are tired and hungry, the house is a mess, you don’t know what to have for dinner and your short fuse is beginning to burn.

1. STOP and really experience how you feel – your exhaustion, your resentment. Feeling like a victim? Okay – see it for what it is. Own, honour and accept your feelings. Listen for any messages they may be seeking to convey to you.
2. STOP and connect with your values. What do you really want? Let’s assume one of your life values is to be a loving parent.
3. Decide how can you choose to be a loving parent now.

Here are some possible options. There are lots of others.

- You can choose to give the family (including you!) a quick snack and a 15 - 30 minute break before you tackle the bigger issues.
- You can get the kids to help clean up by making it a game to see who can put their things away most quickly.
- You can resolve to find a job that allows you to come home earlier in the day or even to work at home.
- You can explore how you can work with other single parent neighbors to bring variety and relief into your routine. E.g., potluck dinners together once/week or swapping childcare responsibilities to give you one night off for a sanity break.
- You can lower your standards for housekeeping, choosing to spend time with your kids instead.

If you want to manage your time and your life in a different way, you must take full responsibility for your situation. Refuse to see yourself as powerless, as a victim. If you find yourself feeling that way, don’t beat yourself up. Just acknowledge those feelings, then affirm that you’re taking a new and empowered approach. Begin to choose those things that reflect your life values and you will find your power. The life force supports our fulfilment. But we have to make the first move.

**Tips to support conscious choice:**

- You always need a focus or a foundation from which to make your choice. Always be clear about your purpose, even if it’s as simple as ‘to feel better.’
- Practice saying ‘yes’ and ‘no.’ Many of us are afraid of saying ‘yes’ and ‘no’ for many reasons. We tend to give the answer we think the one asking wants to hear, rather than our honest response. And so we lose our power and our time. When we learn to be honest, we find that others usually respect our decisions. (And if they don’t, it doesn’t matter. This is our life, not theirs.) We just need
to practice being honest in expressing what we want. Once we’ve done it a few times, we know that it works and it becomes much easier to do.

- Embrace no-lose decision-making. In her book, *Feel the Fear and Do It Anyway*, Susan Jeffers argues convincingly that no matter what choice we make, it will be a good one. She maintains, as do we, that there are no right and wrong decisions. We can work and learn with whatever happens from our decision, to our advantage. We can learn to trust the paths of our lives. And so we can dare to move in new directions.

- Look to your body for the answer. Your body knows what it likes and it feels good when it's happy. And as your body is the source of your vitality, your motivation, your inspiration and enthusiasm, it's best to get that part of you on-side if you are venturing in a new direction.

"It is only with the heart that one can see rightly; what is essential is invisible to the eye." -- Antoine De Saint-Exupery

**EXERCISE:** Reading your body sensations

1. Sit quietly, and imagine yourself doing something you detest. Note how your body feels as you imagine yourself doing this activity—be aware of your breathing, your muscles, your overall body energy.

2. Clear your mind, take a few deep breaths and then imagine yourself doing something you love. Once again, monitor how your body feels. Pay attention to your breathing, your muscles and your physical energy.

Become familiar with your body’s ‘yes’ and ‘no’ messages. Take the time to check in with your physical response when you get an idea or a request, and seriously consider following your body’s guidance.

"Our inner guidance comes to us through our feelings and body wisdom first – not through intellectual understanding." -- Christiane Northrup

**Improving Decision Making**

Good time and life management depends on our ability to make good decisions and to make them quickly. Throughout each day, we need to continually ask ourselves, “Why am I doing this? Should I really be doing this? Do I want to do this?” If what we are doing isn't the best use of our time, we can choose to do something that is.

Many people struggle with making decisions. And it’s hard to make decisions if you don’t know where you are going! When we have goals, we can more easily make choices that will move us in the right direction.
Most of us believe that decisions are either right or wrong, and we're afraid to make the wrong ones. As a result, we tend not to make any decision at all, even though this is in itself a decision that immobilizes us.

If decision-making brings up fears and insecurities for you, then get good information to help you make your decision. (Don’t go overboard on research, though. This can be a major stalling tactic.) Write out the pros and cons of the alternatives you are considering. Getting information down on paper often helps us see the ‘right’ choice for ourselves more easily. Weigh the relative merits of each option and make the best decision possible.

Also choose the right time for important decision-making. Don’t do it when you’re exhausted, frustrated, or stressed.

Another approach we love is to adopt Susan Jeffers’ view on no-lose decisions. In her wonderful book, *Feel the Fear and Do It Anyway*, Jeffers proposes that any decision we make will bring us experiences that will enrich our life, if we are willing to be open to them. Her arguments are convincing and memorable. If you have trouble with decision-making, do yourself a favour and read her book.

**Activity Matrix**

The activity matrix shows how people spend their time. There are four quadrants to the matrix in which activities can be:

1. Important, urgent
2. Important, not urgent
3. Unimportant, urgent
4. Unimportant, not urgent.

Most people get stuck in quadrants 1 and 3, reacting to urgent items that are both important and unimportant. When things are urgent, we rarely STOP to take time to think if we are doing the right things. When we focus on checking off items on our ‘to do’ list, we can gravitate to the non-urgent and non-important activities in quadrant 4 because these are the quickest to accomplish and the least challenging. We have the illusion of being productive, but we’re not spending our time wisely.

Attending to the not urgent, important tasks in quadrant 2 yields the highest return in quality of life. Here we get to plan, build relationships, relax, learn, holiday and do preventive and important maintenance items. Working in this quadrant part of the time makes us more effective. It’s also where we find meaning, fulfilment and joy.

“‘Urgent’ does not mean ‘vital’” – Hyrum W. Smith

**Planning a Successful ‘To Do’ list**

Keep a master “To Do” list with short-term and long-term actions on it. Ensure that your list includes actions that directly relate to your goals.
Review and adjust your list daily.
Do not over-schedule. Give yourself some breathing space between activities.
Set priorities for your daily tasks. Identify your highest pay-off activities and always do them first.
Keep your list in a place where you will see and refer to it often. Maybe print it from your computer onto a brightly coloured sheet so it catches your attention.
Delegate tasks, if possible.
Always balance some urgent tasks with some non-urgent but important activities.
If you find your list is overwhelming, write your top 5 priorities down on a separate sheet and focus on them.

Shortcuts

As your awareness increases, you’ll find shortcuts that will improve your efficiency. For example, you might:
- buy all greeting cards for the year at one time,
- create and reproduce a master grocery shopping list,
- have set menus for a few weeks with grocery lists all made,
- set up automatic payments for bills or pay bills by computer or phone,
- group errands together so you get more done per trip,
- group phone calls at the end of the day to encourage you to get through them quickly,
- refuse to read junk mail and
- spend less time reading the newspaper and magazines.

Organizing for a New Project

Before you start a new project at home, at work or with others, it's good to prepare a plan. Here are some basic questions to answer:

- What is the overall mission or purpose of your project? How will it help you move toward your goals?
- What results do you want to achieve?
- What will the project produce?
- How will you know if you did a good job?
- What information do you require? Where will you get the information?
- How could you be more innovative? Are there other ways of achieving what’s desired? Are there alternative strategies that should be considered? Brainstorm for new ideas.
- What are your specific goals? Create a detailed action plan for each goal.
- What resources are available? What resources are needed?
- What’s the budget? Where will you get funding?
- Who is responsible for what?
- When will the project be completed? Create a time line.
- What important parameters need to be tracked?
“Time pressure starts to subside when we shift to the heart to find quality of mood and ease. It's our unmanaged emotions that turn time into an opponent and make life a rat race. Managing time with the heart is the ultimate time management tool.” -- Doc Childre

**STOP and see the patterns**

As you become more aware of the specifics of your thoughts and emotions as you move through your day, you will begin to notice patterns. You will begin to see how your life is ruled by:

- **Habits.** We do so many things habitually, without thinking about what we’re doing. Healthy habits are fine, but most habits keep us trapped in activities that don’t serve us.
- **Automatic reactions.** These are emotional habits that cause us to respond in the same ways.
- **Other people.** We allow others to direct how we use our time.
- **Negative and limiting beliefs.** If you believe that a task is difficult and time consuming, you can bet it will be! If you believe that others get more done than you do, your self-criticism will damage your morale, drain your energy and set you up for failure.

**EXERCISE: Radar Trap Journaling**

You are a detective. Your task, if you should accept it, is to watch for the patterns in your life. You are also to dig deeper for the beliefs and motivations that lie hidden inside, for these are the true source of your behavior.

Over one or two days, set an alarm (or a mental alarm) to go off every hour. When the alarm rings, stop for a minute or two and be aware of what’s happening.

- What are you doing?
- What are you feeling?
- Why are you doing what you are doing?

Write about your experiences in your journal. At the end of your one or two days, look over your notes and answer the following questions:

- What habits or patterns did you notice? Which ones no longer serve you?
- What kinds of experiences upset you? How do you respond? What are you defending yourself against? For a list of common defense mechanisms, refer to Appendix 3.
- How do you consistently let other people decide how you will spend your time? Why are you allowing others to set direction? What do you believe about yourself that justifies giving away your power?
- What negative and limiting beliefs have interfered with your ability to use time effectively?
The Review/Summary

We highly recommend that you regularly take time to reflect on what has been happening in your life. Daily, weekly or after special events, write a summary of what is surfacing for you: activities, insights, meaning, patterns, feelings, etc. This is a chance to pull back to view your life more objectively. It’s a great way to integrate what is important and to reconnect with the bigger picture of who you are and what you are doing in your life journey.

If you are short of time, write in point form or even just a few words. The key is to build the discipline to regularly step back and THINK and work on your life instead of in it. Become the C.E.O. of your own personal company, the star of your own movie or the captain of your own ship. Map out where you are going. Use your imagination. Do what you are called to do.

Always measure your results. Assess how well you are using your time to move towards your goals. Was your behavior aligned with your governing values? Did you do what really mattered for you today? Every day is a new day. Keep working at it.

- STOP and think differently

Our beliefs create our reality, yet most of us are not aware of the beliefs that govern our behavior and therefore our lives. Are your beliefs about time helpful? Are your beliefs about the way you manage time constructive or self-defeating?

Become aware! Listen to how you think and talk about time. Hyrum W. Smith advises, “There are events we can’t control but we believe we can. There are events we can control, but we believe we can’t. …We give up when our options are by no means exhausted.”

Reflect on your beliefs. Set an intention to become more aware of the words you use around time. Begin to put new beliefs into place that will bring an experience of abundance.

EXERCISE: What do you believe about time?

In your journal, answer these Smart Questions:

What are your beliefs about time? What do you typically say about time? For example:
- Time flies.
- There is never enough time to do what needs to get done.
- I never get time to do what I want to do.
- There’s never time to spare.
- Tomorrow, I’ll have time.
- Time is my enemy.

What do you believe about your ability to handle time? For example,
It takes me forever to…
I’m always late.
I can’t slow down because everybody is depending on me.

What do you believe is an appropriate use of time? What do you believe is not an appropriate use of time? For example,

- If you found some free time, what would you want to do with it? What would you actually do with it?
- Do you give yourself permission to do nothing?
- Do you believe it’s okay to play with the kids but not to play by yourself?
- Do you know the benefit of taking at least 10% of your time for thinking and planning?

What do you believe about yourself and your right to live the life of your dreams? For example,

- I don’t have control over what happens to me.
- I am not worthy or deserving of a free, joyful life.

EXERCISE: Affirming new beliefs

Look at the beliefs you identified in the exercise above. Which ones undermine the relationship you would like to have with time and life? Create affirmations to build new beliefs that will support a sane lifestyle.

To use affirmations effectively:

- Use only positive statements. The subconscious doesn’t process negatives. Always say, “I love having time to spare” rather than “I hate having no time.”
- State affirmations in the present tense, as though you already have that which you desire, e.g. “I have all the time I need.”
- Write them down. Keep them visible to remind you of them often.
- Repeat affirmations at least 3 times when you use them.
- Say them to yourself with feeling – speak emphatically, confidently, joyously and with conviction.
- Tell the truth – affirm only what you can believe. If you don’t, this will create unhealthy conflict within you. If you can’t believe that you’re relaxed, can you believe in the possibility of becoming more relaxed? If so, state your affirmation in progressive terms: “I am becoming more relaxed every day.”
- Use affirmations that feel right for you. Don’t hesitate to create your own, using these guidelines.

Here are a few sample affirmations:

- I have all the time there is and it’s enough.
- There’s plenty of time!
- I am becoming more relaxed and at ease.
- I know and go for what I want.
- I am relaxed and centered.
- I live my life on purpose.
- I have the power to use time the way I choose.
Positive Thinking

Always remember to watch your thinking. What are your predominant thoughts about time and life? Are you thinking of yourself as a victim or are you taking responsibility and claiming your power? Set up a little alarm system in your mind that will alert you to ingrained limiting beliefs so you have the choice to change them.

If managing time is a significant challenge for you, identify with the higher quality that you are aspiring to. Below are some higher aspects and underling motives for time management – abundance, flexibility, order, organization, patience, spontaneity, happiness, freedom, being present and discipline. Which of these qualities do you aspire mostly to?

When you get stressed, stop for a minute or two to ground your energy and change your outlook. Close your eyes and take a few deep breaths. Imagine yourself in a beautiful, peaceful setting. Imagine yourself fully relaxed, calm and happy. Experience this visualization with as many senses as you can. The more you practice this visualization, the more quickly and effectively it will work for you.

STOP and feel your experience

“Exhaustion is our national state.” – Diana Hunt

If you are challenged by time, chances are that you frequently or even always feel different aspects of stress – frustrated, tense, pressured, anxious, fearful, etc. Chances are also very good that you’re not specifically aware of what you feel or of when you feel it. If you want to feel better about time, you need to become more aware of how you relate emotionally to time and your life.

EXERCISE: Feeling stressed

Focus on your typical feelings and emotions. Journal about your frustrations, pressures, doubts, worries, fears – write whatever comes up for you. Write about any positive feelings as well. Let go of judgments about whether you should or should not feel what you do. Just be with and honour your feelings.

EXERCISE: Feeling at peace

How do you want to feel? Take time to relax, close your eyes and imagine your ideal lifestyle. Imagine all the details: your state of mind, the way your body feels, your favorite environment, and how you feel about the agenda for your day. Get all of your senses involved. Use the power of your mind to experience being at peace with time and in love with your life. After you’ve immersed yourself in this experience, write about it in your journal. Use this process to consciously release stress. The more often you engage in this meditation, the more quickly and effectively it will work.
“Be at peace with your own soul, then heaven and earth will be at peace with you.” -- St. Isaac of Nineveh

**STOP and explore deeper meaning**

You are now becoming aware of the patterns in your life and your underlying motives. The more you see the traps of habits and negative beliefs, the more you will begin to know yourself and the underlying cause of the pattern. This self-knowledge will empower you to choose differently in those situations you find stressful. And this will allow you to take back your time and your life. The key is always to pay attention!

If your detective work in the last exercise brought problems to your attention, that’s good news! You need to be aware of the problem before you can grasp the solution. You are being invited to claim your power! You are being invited to identify with a higher aspect of yourself.

Consider the possibilities. Study the list of 50 Perspectives for Higher Awareness in Appendix 4. In every moment, you have the opportunity to choose a higher perspective. When you do so, it will shift the quality of your experience.

**EXERCISE: Shifting perspectives**

Carry the list in Appendix 4 with you for a day. When you experience stress from any source, STOP and review the list. Pick a higher quality and open to experience it. Experience your power to change your experience simply by changing your mind.

“Conscious choice of thought, emotion, intention, word and deed is the exercise of your personal power.” – Delfin Knowledge System
4. STOP and find another way

We offer a process for working with the time of your life, not a prescription. If you are looking for specific tips and tricks to work with time, there are lots of resources available to support you.

We will look briefly at some of the most common challenges to using time effectively. Most important, however, is that you learn to be more aware of yourself. Learn about your likes, dislikes, styles and goals. Honour your desires, and you will gradually take charge of your life.

If some of these challenges match the ones you listed on the Challenges/Solutions chart on page 8, go back to that chart and add some solutions that appeal to you. You can also note ideas that appeal to you on your Action List.

There's too much information or too much going on

If you are overwhelmed and stuck on a merry-go-round, you have to make it stop. You have to take control. You have to lighten your load to give yourself time and space to think and plan. If this is the situation at work, you may have to talk to your boss about making changes. Leverage your time by stopping to think about what you are doing and claiming your power to choose differently. Here are some specific ideas:

- Say "no" to new commitments that do not directly support your goals.
- Schedule more time for your tasks. Monitor how long it takes to do your projects. We almost always underestimate the time required, and then we get pressured.
- Reduce the number of things you are doing. Let go of tasks that aren't directly connected to your most important goals. You may have to relax your standards.
- Delegate responsibility and authority, if possible. Be willing to acknowledge that others can do it just as well as you could. Maybe even better.
- Book more planning and personal time on your calendar, and honour those times.
- Give value to downtime. Give yourself permission to do nothing or to relax in an activity you love. While some people love multi-tasking, others get exhausted by continual doing. Know yourself and your needs.
- Respect your personal energy cycles. Do the right things at the right times for you. Generally, your scheduling should allow you to feel balanced and energized most times.
- Take time to sharpen your axe. Take time to learn how to become more effective.

My thoughts and energy are scattered. I lack discipline and focus.

Do you have difficulty focusing on what needs to be done? Then make time to get control.

- Take 15 minutes – only 15 minutes! – daily to plan your tasks for the day. What do you need to do today to achieve what you want in life?
- Develop a plan of action with clear steps and timeframes. Write things down.
Assign priorities to your tasks. Start with your top priority and work to lower priority items.

Minimize interruptions.

Block off time for each project or activity on your calendar.

Work on only one project during its assigned time.

Hold all calls for periods of concentrated attention.

Do it now – avoid procrastination.

Do only one thing at a time.

Complete one task before moving on to another.

Have a regular notebook or pad for jotting down thoughts that arise spontaneously. This way, you won’t lose them but you don’t have to act on them right away either.

Create a support system – find a mentor or support partner.

Set up and follow your idealized “Dream Day” (see the next section).

Exercise self-discipline to keep your mind focused on a task but recognize that short regular breaks help keep your energy up and your mind alert.

Meet your commitments to yourself. Maintain integrity. Just doing what needs to be done boosts our self-esteem.

Do it
Do it right
Do it right now
-- Unknown source

I’m always getting interrupted.

Not all interruptions are bad. Some of them really matter. And some of them bring valuable opportunities that you won’t want to miss. The key in managing interruptions is to assess the nature and value of the interruption, and to stay in control.

- If it’s unnecessary, get rid of it at once.
- If it’s necessary – something that is really important to you – and must be addressed at once, then handle it right away.
- If it’s necessary but it doesn’t have to be attended to immediately, reschedule it.
- Set a guideline that if someone comes with a problem, they must also have a few options on how to solve it.

Don’t hesitate to reserve blocks of your prime energy time for concentrated work. Don’t answer your phone or emails during these times, close your door if you have one, and advise others around you that you do not want to be interrupted. When we take control and state our needs clearly, others usually respect our wishes. Don’t assume they won’t, and don’t give up too quickly. It takes time to establish new patterns, for everyone involved.

I’m a perfectionist.
Perfectionism often arises from a need for approval or fear of criticism or embarrassment. Explore why you are a perfectionist and accept whatever you find. With awareness and acceptance, you will be able to relax your need for perfection. Evaluate which projects warrant the extra time required for perfection and which ones don’t. Learn to say, “Enough is enough.”

I’m always called upon to handle crises.

If your work or life legitimately involves crisis management (not just because you haven’t planned properly), you must allow time in your schedule to meet whatever needs arise. Don’t overbook – give yourself plenty of space. Create lists of ‘must do’ tasks and optional tasks, and don’t count on getting the optional tasks done.

My life is out of balance.

The only way to lead a balanced life is to make it happen.

- Review your prioritized list of what you most value in life.
- Set goals and action plans addressing the top core values that are important to you.
- Create an ideal “Dream Day/Week/Month” calendar that assigns and blocks time for your different needs (see the next section). Protect those times rigorously.
- Book personal time on your calendar as you would business time, and honour its importance.

I’m poor at follow up. Things fall through the cracks.

Are you missing appointments or orders? It happens because we do not have a good follow-up system.

- Have one good calendar system and use it regularly.
- Write more things down – in your one and only calendar system.
- Use a tickler system of 31 daily files and 12 monthly files, or a computer calendar program.
- Plan more effectively and completely.

I’m always losing information.

Do you store information on sticky notes that seem to disappear like socks in the dryer? Do you make notes but can never find them? Does your filing system let you down?

- Set up a recording and filing system.
- Use the last in, first out method and keep everything in one file, chronologically.
- Organize information into urgent, reading, filing, timely, etc.
- Make a master index of where things are stored.
- Write once in a chronological or journal based system (more later).
Keep records organized according to client, prospect or project.

Protect time to do maintenance items like file, clean, etc.

I procrastinate.

Most of us struggle with procrastination – the “I'll do it later” syndrome. If this is one of your key time wasters, you will want to become more aware of your behaviour.

- Identify what you are procrastinating. List a few things that you've kept on the back burner for a long time.
- Identify why you have not done these things. Spend some time to gain a deep understanding of your reasons. Ask yourself, “Why?” over and over again and see what comes up for you.
- Is there a fear underlying your reason? There is for most people.

We typically procrastinate because of unclear goals, lack of information and/or skills, fear of moving into new territory, fear of failure or success, feeling overwhelmed, lack of time due to over-commitments, poor timing, and general disorganization.

There’s also a positive side to procrastination. Sometimes we procrastinate because deep down inside, we know the activity doesn’t fit with our purpose or the timing is not right. Procrastination can be a warning signal to help us stay purposeful.

“Purposeful connection is the catalyst to help you shift out of ‘neutral’ when you’re tempted to stall.” – Diana Hunt & Pam Tait

A few tips for overcoming procrastination.

- Know why you want to do the activity before you commit. Does it move you toward your goals?
- Make it a priority or abandon it altogether.
- Set a deadline – create urgency for yourself.
- If the task seems overwhelming because of size, duration or complexity, break the project into small and more manageable pieces.
- Delegate what you can.
- Do the hardest task first. Some important tasks are challenging or unpleasant so get them out of the way first.
- Tell other people of your intention.
- Protect prime time and use it to tackle important tasks.
- Make a game of it.
- Reward yourself for taking action.
- Love yourself and don’t beat yourself up.

“Maybe I'm lucky to be going so slowly, because I may be going in the wrong direction.” -- Ashleigh Brilliant
5. STOP and find your balance

In lives that are ruled by the clock and governed by outside forces rather than internal direction, we discount and ignore our organic state of being. After a few years of not attending to our physical state, we completely lose touch with our natural needs and strengths. When we ignore our natural rhythms, cycles and styles, we experience more disharmony in our lives.

If we want to make the best use of our time and our life, we need to find our own balance. We need to get back in touch with our innate cycles, rhythms, styles and preferences. We need to choose a pace for ourselves that is aligned with our own balance and rhythms.

**EXERCISE: Your innate rhythms**

Answer the following Smart Questions in your journal:

- **When are you most alert and active?** In the morning, afternoon, evening or late at night?

- **Over the course of the day,** when do you prefer to do mechanical tasks? Creative projects? When is your mind generally most able to think and organize clearly? When do you have most interest and energy for exercise?

- **Are you predominantly a** rational, analytical and linear left-brain thinker or a creative, spontaneous and intuitive right-brain thinker?

- **What pace of life** do you prefer? Do you love to be busy? How do you respond to pressure? How much rest and downtime do you need? What activity best recharges your energy?

- **Are you aware of** monthly cycles of energy ups and downs? Both men and women experience monthly cycles.

- **At what times of the year** are you most energetic? How are you affected by the different seasons?

For more information on personal rhythms and cycles, see Appendix 5.

**EXERCISE: Re-creating your day**

Look at the patterns you identified in the last exercise. How can you apply this information to your schedule? How can you protect your prime time for your work? When should you schedule mindless and mechanical tasks? What times are most suited for exercise? For rest and relaxation?
Maintaining the big picture and the details at the same time can be very demanding. Sometimes we can’t see the forest for the trees. Sometimes we see the big picture but can’t ground it or break it into manageable action items. The Life Tracker on One Page (see Appendix 6) keeps the big perspective and some details on one page. Update regularly what’s important to you and what you want to accomplish.

6. STOP and open to the moment

We have offered you some traditional techniques to gain greater control of your time. Our greatest wish, though, is that this workbook and our daily emails will simply heighten your awareness of time as the ground of your experience.

If we want to truly value the time of our lives, we must shift our focus for time from quantity to quality. As long as we are chained to the clock, we will measure time in minutes and hours, always judging how much activity we can cram into each. We will continue to race to get more done in the way we segment our days.

When we shift to an experience of time as quality, however, the clock ceases to hold so much power. An experience of quality happens only in this moment, and it renders that moment timeless. When we open to live fully in every moment, we stop racing to a destination and begin to savor where we are. We no longer feel the need to control our time as we immerse ourselves in appreciating it.

When we can open to the moment, we discover there’s a natural order to life – we don’t need to impose one. And this awareness connects us with our intuition. It builds our trust that life is unfolding as it should. We can let go of our need to stage manage everything. And this helps us to relax and be patient and willing to wait until the time is right. Trust lets us work with the flow of the life force rather than against it.

A conscious awareness of the flow of life opens us to acceptance, forgiveness, surrender to higher forces and celebration.

And so, we conclude with a review of the very simple steps to managing the time of your life:

1. Know clearly what you want.
2. Open to the power of every moment.
3. Own your power to choose what you want.

Your success must come from the inside out. Initially it must be based on your needs rather than on managing and organizing the many needs of others. It requires that you be aware of what you want and of what you are doing. And it requires that you claim your power to set your own comfortable pace as you direct your own life. There is always time for whatever we choose to do.

Once you have become confident, effective, and have meaning in your life there is another step. That is a more idealistic one of filling the needs of others for the good of the many. To be in service as you live your life purpose. You will find and live your
authentic being.

“For the last century, we've been told that if only we can learn to manage our time, we can control our lives. Only now do we understand that we've had it backward. By controlling our lives, we create our time.” – Diana Hunt & Pam Tait

Introducing a higher perspective on time - chronos and kairos:

"Time is a holy mystery, an extravagant gift meant to be experienced, not understood. Certainly not controlled." -- Sarah Ban Breathnach

The Greeks recognized that there are two entirely different aspects of time: chronos and kairos. Sarah Ban Breathnach, in her book Simple Abundance, gives us insight into the differences:

"Chronos is clocks, deadlines, watches, calendars, agendas, planners, schedules, beepers. Chronos is time at her worst. Chronos keeps track. …Chronos is the world's time. Kairos is transcendence, infinity, reverence, joy, passion, love, the Sacred. Kairos is intimacy with the Real. Kairos is time at her best. …Kairos is Spirit's time. We exist in chronos. We long for kairos. That's our duality. Chronos requires speed so that it won't be wasted. Kairos requires space so that it might be savored. We do in chronos. In kairos we're allowed to be…. It takes only a moment to cross over from chronos into kairos, but it does take a moment. All that kairos asks is our willingness to stop running long enough to hear the music of the spheres."

In our view, a fulfilling life balances time in chronos and kairos. We will be more effective, most happy and whole if we balance being and doing. Almost everyone in today's frantic world knows about chronos. Have you experienced kairos? We tend to be in kairos when we are absorbed in an activity we love. Next time you are engaged in your favorite pastime, be aware of your experience of time--the richness and spaciousness of it. You can experience kairos when you gaze into the sky, either during the day or at night. Practice letting go of your thoughts and just be with the experience, be at one with the sky. Over the next few days, explore with opening yourself to the space of the present moment.

"Time is the substance from which I am made. Time is a river which carries me along, but I am the river; it is a tiger that devours me, but I am the tiger; it is a fire that consumes me, but I am the fire."

-- Jorge Luis Borges

Remember, we have all the time there is and how we perceive it and enjoy it is up to us. Enjoy its wealth and create your own wealth with it.

8. In Closing

We hope you have found this workbook and our support emails helpful.
If you want support in setting and achieving goals, we invite you to order our “GOals for What You Want” workbook with its email coaching.

If you want to track your success and growth, you may want to take our “Tracking your Success and Growth” workbook with its emails.

Or if you are ready to clarify your life purpose, take our “Life Purpose” workbook with support emails.

Visit: http://www.higherawareness.com

Thanks for your interest! May you have great success in learning how to make friends with time and in living your dreams. If you have comments or questions on this process, please email us at john@higherawareness.com

John & Patrice Robson
http://www.higherawareness.com
Appendix 1 - 100 Time Wasters

Resource lists are intuitive tools to help us get feedback from the subconscious about our own issues. Many of the items listed below are not necessarily time wasters but they may be for you. You will know if they are! Scan the list below quickly, noting which entries catch your attention. From the items you checked off, pick the top five and explore how you can be more effective with your time in these areas.

- absenteeism
- absentmindedness
- accidents
- administrative tasks
- always reacting
- arguments
- attempting too much
- avoidance
- being overwhelmed
- being tied to the phone
- breakdowns
- burnout
- calls to friends
- changing priorities
- children
- clutter
- conflict
- conflicting priorities
- continuous open door policy
- crises from lack of planning
- defective software and equipment
- disorganized boss or partner
- distractions
- doing other people's jobs
- doing too many things
- doubt
- drop-in visitors
- eating/snacking
- emergencies
- equipment failure
- excessive daydreaming
- excessive television
- excuses
- failure to delegate
- failure to listen
- fatigue
- fire fighting
- getting stuck in emotions
- gossip
- headaches
- housework
- inability to act
- inability to say "no"
- indecision
- ineffective software
- ineffective tools and equipment
- inefficiency of others
- inefficient equipment
- inefficient filing
- interoffice travel
- interruptions
- junk mail and e-mail
- lack of authority
- lack of deadlines
- lack of direction and objectives
- lack of internal support
- lack of knowledge
- lack of priorities
- lack of response
- lack of self-discipline
- leaving tasks unfinished
- long coffee breaks
- long-winded callers
- looking for things
- losing things
- low company morale
- meetings - ineffective
- meetings - too long
- meetings - too many, unnecessary
- menial tasks
- messy environment
- mistakes
- negative thinking
- newspapers
- no-shows
- not enough time
- not learning lessons
- outside activities
- over-analysis
- over-planning
paper shuffling  repeated handling of correspondence
paperwork  revised deadlines
peer/staff demands  running errands
perfectionism  scattered mind
personal disorganization  scattered resources
pets  shopping
poor attitude  sickness
poor communication  slow reading
poor decision making  socializing
poor delegation  spreading yourself too thin
poor filing system  staffing issues
poor focus and concentration  stress
poor information management  telephone interruptions
poor planning  too much work to do
poor skills, training  travel time
poor time management  unclear job description
postponed decisions  unclear purpose
prefer to “do it myself”  unnecessary meetings
preoccupation  unplanned projects
procrastination  unprotected prime time
reading rather than skimming  untrained staff
reading unnecessary material  writer's block
red tape  writing minutes
reluctance to delegate

Appendix 2 - Values, Qualities, and Virtues

Scan the list quickly selecting the values that you stand for. Pick the top 7 and prioritize them and commit them to memory. Everyone has governing values. They are different for each of us. You need to discover what they are and use them to plan your daily activities. This will bring inner peace. Remember: there are no incorrect answers. There’s also no need to defend your choices.

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<td>Forgiveness</td>
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Appendix 3 - Common Defense Mechanisms

Defense strategies hide from us how we really feel. While they reduce our anxiety, they also distort our perception of reality. We lose touch with our own authenticity, and that blocks our pathway to soul consciousness.

Resource lists are intuitive tools to help us get feedback from the subconscious about our own issues. Scan the list below quickly, noting which entries catch your attention. From the items you checked off, pick the top five and explore these in your journaling.

accusing
acting out - giving expression to forbidden desires without concern for negative consequences.
aggression
arguing
analysing - a belief that since we understand and can interpret defense strategies, we have cleared our repressed feelings and do not need to work through them.
arguing
assertion
avoidance
blaming
challenging
cockiness
compensation - hiding a weakness in one area by excelling or being rewarded in another.
compliance
complaining
compromise
confusion
control
criticism
deception
defiance
denial - refusing to acknowledge the thought or feeling
devaluation
discounting
displacement - channelling thoughts or feelings to a neutral or weaker person or object.
dissociation
distrust
emotional insulation - withdrawing into inaction so one doesn't get hurt.
explaining
externalisation - pinpointing outside forces as the cause of one's behavior so one doesn't have to accept personal responsibility for their actions.
fantasizing - not paying attention or using daydreams to escape an uncomfortable situation.
humour
identification - identifying oneself with a prestigious individual or institution to build one's sense of self-worth.
intellectualisation - coming up with highly intellectual reasons or convincing arguments to justify the situation and keep attention away from feelings.
introjection - adopting external values and standards as one's own to ensure those standards are not used against him/her.
isolation - separating feelings and thoughts that are connected
isolation of affect - "thinking" feelings rather than actually experiencing them
judging
justifying
laughing it off
lying
manipulation
minimizing - writing off problematic events and behaviors as being too minor to worry about.
passive aggression - indirect and unassertive expression of aggression towards another.
projection - perceiving that another has our thoughts or feelings so we don't have to own them.
rationalization - thinking up reasons to justify what's happening while ignoring one's feelings.
reaction formation - unconsciously thinking, feeling and acting in ways that are opposite to how we really think and feel.
regression - slipping back into old, often immature, ways of behaving to release the feelings.
repression - burying thoughts and feelings in our unconscious so we no longer have memory of them.
ridicule
seeking approval
self-deception
shouting
silence
smiling
sublimation - channelling socially unacceptable feelings into a socially productive activity.
suppression - some awareness of a thought or feeling, but we try to hide it.
threatening
undoing - doing the opposite of how one feels to try to negate the feelings.
violece
withdrawning
Appendix 4 – 50 Perspectives for Higher Awareness

Bring greater awareness into your life by shifting your perspective as per the pairs listed below. If you are experiencing a quality in the left column, can you shift your perspective to allow in the quality from the right column? Scan the list and see which words have most meaning for you.

attach   detach  
react    watch    
resist   flow     
judge    accept   
ignore   observe  
fight it  surrender to it  
project  own      
quit     endure   
do       be        
force    allow    
retreat  embrace  
reject   integrate 
criticize tolerate 
deny     recognize 
resist    yield to 
avoid    acknowledge 
analyze  synthesize 
close down open up 
suppress  release 
ridicule  respect 
repel     absorb   
criticize see it as it is 
hold onto it let it go 
discount honor  
retreat  be present 
passive  attentive 
unconscious conscious 
personal  impersonal 
divisive inclusive 
conditional unconditional 
fearful  secure, loving 
egoistic  soulful 
head    heart     
blaming  responsible 
active   alertly passive 
distrusting trusting  
stressed at peace 
past, future present  
emotional, mental intuitive
Appendix 5 – Natural Rhythms

Use inner rhythms to guide you in organizing your day.

- Morning people are advised to follow a regular daily routine as they tend to have greater difficulty adjusting to changes that affect body rhythms.

- People are generally most alert at noon, with low energy and concentration in early afternoon and recovery in mid-afternoon. We are least alert between 3 – 6 a.m.

- Short-term memory is best in the morning; long-term memory is best in the afternoon.

- Consider doing thinking, reasoning and organizing tasks in the morning, and mindless tasks in mid-afternoon.

- Manual dexterity, hand/eye coordination is best in the afternoon.

- Our moods are best 4 hours after waking.

- Senses are most active in the early evening.

- We perceive that time speeds up when our body temperature is lower (early morning, late evening) and that it slows down when our body temperature rises.

- We are physically stronger and more coordinated in late afternoon and early evening.

- Many body cycles set to 90 minutes, though the cycles get shorter if we’re stressed or bored.

- Pay attention to seasonal variations in your energy and moods. Get enough sleep and sunlight.

- Both men and women experience variations over a monthly cycle.

- Early morning and late evening are the best times for changing behavior. We’re able to focus most completely, free from outside influences and interruptions, at those times.

Source: *The Secrets Our Body Clocks Reveal* by Susan Perry and Jim Dawson
Appendix 6 - LIFE TRACKER on one page
Date:_______ Name:_______
Life Purpose: ____________________________________________________________________

<table>
<thead>
<tr>
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<th>Warning signs of blocks</th>
<th>Talents, Gifts, Values</th>
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<th>Motives, Why do goals?</th>
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<td>Finances</td>
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<td>Relax time</td>
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<td>Learning</td>
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<td>Self Expression</td>
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Appendix 7 - 150 Time Saving Tips

4 D’s - do it, dump it, delegate it or date it
Act now
Always have options or a back up plan
Analyze the situation
Apply the 80/20 rule
Ask for help
Ask, “What is the best use of my time right now?”
Balance your life
Be active, not reactive
Be flexible and open
Be focused, yet flexible
Be more effective than efficient
Be selfish - at least 2 hours per day just for you
Become creative
Believe you have enough time for what's important
Book time for maintenance and catch up
Break tasks into manageable bits
Build good habits
Call a courier
Consider computer Personal Information Managers (PIMS)
Communicate clearly
Create a “Dream Day, Week and Month” of protected times
Create realistic deadlines
Decide quickly on small matters
Delegate whenever possible
Determine your worth in $/hour
Divide and conquer what you have to do
Do multiple errands at once
Do It Now
Do it right the first time
Do not take life so seriously
Do one thing at a time
Do the most difficult task first
Do unpleasant chores first
Don’t accept ASAPs - Get dates
Don’t feel guilty – ask, “What did I learn? What next?”

Don’t over-control
Don’t procrastinate
Don't spread yourself too thin
Empower yourself
Focus on doing the right things more than doing things right
Focus on results more than activity
Focus on the important more than on the urgent
Gather the facts
Get enough rest
Get the most important things done first
Give yourself plenty of time
Handle paper once only
Have someone screen calls and mail
If you had one month to live, what would you do?
Ignore distractions
Ignore interruptions
Implement your action plan
Invest in quality relationships
Keep a fairly clean desk
Keep a journal
Keep an eye on the big picture
Keep learning new things - take courses
Keep physically fit
Keep your focus
Keep your to-do list visible
Know your own "time wasters" and avoid them
Know your values and strengths
Learn to delegate effectively
Learn to do things yourself
Learn to say “no”
Lighten up, have fun, laugh daily
Limit chitchat
Listen to and trust your inner voice more
Listen to tapes while commuting
Make time to plan, daily
Manage good meetings - agenda, purpose, time limit, write minutes, keep on schedule
Managing information is as important
as managing time
Organize your files
Organize your supplies
Plan your day
Plan your work and work your plan
Prepare for meetings
Prioritize on importance and need
Protect and maximise your prime time
Purge files at least yearly
Reduce time on Internet, TV and phone
Reflect regularly
Refuse to overload your schedule
Relax a few times during the day
Release perfectionism
Reserve unallocated space daily
Revise your goals as needed
Reward yourself. Celebrate successes
Schedule a telephone hour to return calls.
Schedule high pay-off days and stay focused
Schedule physical chores for your mental down time
Schedule your day
See time management as a compass, not a clock
Set short and long-term goals
Set up a tickler system - 1 to 31 and Jan to Dec
Set up your own coach, mastermind group, success team
Share chauffeuring duties with other parents
Simplify and focus on your goals
Start early
Stay fit and keep your energy high
Take regular breaks
Take the time to master effective time management
Thank your fans, helpers and mentors
Think on paper first
Tie up loose ends
Understand what must be done
Use "idle" time to your advantage
Use conference calls instead of meetings
Use e-mail effectively
Use specialists if you can
Use technology but don't get bogged down with it
Utilise travel time
Value your time
Watch out for "paralysis-by-analysis"
Work as much “on” the business as “in” the business
Appendix 8 - Dream Day, Week and Month

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<td>Sat.</td>
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Dream Year on one page

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